

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4344
Author:	Anne Clarke
Department:	Finance and Resources
Contact:	Anne Clarke (Job Title: Team Leader, Email: anne.clarke@nottinghamcity.gov.uk, Phone: 01158763155)
Subject:	IT Access to Work Equipment 2021-2024
Total Value:	£180,000 (Type: Revenue)
Decision Being Taken:	To a) allocate a budget of £180,000 over 3 years for the IT related purchase of software, hardware and training, as recommended by the Department for Work and Pensions; and b) delegate authority to the Head of IT Services to go out for quotations and purchase of this software, hardware and training.
Reasons for the Decision(s)	Departments log IT requests with the IT section for equipment recommended by the Department for Work and Pensions (DWP) to provide Reasonable Adjustments to enable the employees of the Council to do their job. The average value of these requests is approx. £2000 and IT receive approx. two requests per month. The IT Service follow regular Council procurement processes and seek a minimum of three quotations each time for the identified requirements and award to the company who are most competitive. The costs for these purchases are met by the Department requesting these purchases and some of these costs are then claimed back through the DWP. Approval of this decision will enable the Council to set a Contract Purchase Agreements (CPA) for the companies that we request quotations for the procurement of IT related software, hardware and services for Access to Work requests from.

Other Options Considered:	Do nothing. This option was rejected as this equipment is required to enable employees to be able to carry out their work and without this authorisation the Council's ability to respond to IT related requests for Reasonable Adjustments would be capped.
Background Papers:	None
Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	There are no crime and disorder implications
Equality:	EIA not required. Reasons: EIA is not required as this relates to IT equipment to enable employees to carry out their work.
Social Value Considerations:	N/A
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	25/08/2021
Advice Sought:	Legal, Finance, Procurement, IT
Legal Advice:	This decision raises no significant legal issues. As and when IT hardware/software/training are required over the next three years, at least three written quotations will be obtained in compliance with the Council's Contract Procedure Rules up to the maximum spend stipulated in the delegated decision. The report author does not envisage more than 24 requests per year at an approx. cost of £2,000 per request. Advice provided by Sarah O'Bradaigh (senior solicitor) on 10/08/2021.

Finance Advice:

This decision seeks approval to procure, over the next 3 years, IT software, hardware and training as recommended by DWP (Access to Work) to provide reasonable adjustments for Council employees. The value of the decision is £0.180m and is based on 24 requests per year costing £2,000 per request. The decision value allows for additional reasonable adjustments to be carried out in addition to this average uptake.

The cost of this decision is funded by existing budgets within Directorates based on requests for the equipment and it is expected that budget holders and managers will monitor budgets to ensure no overspends or financial pressures occur as a result of the purchases. DWP will fund some of the costs, and it is the responsibility of budget holders and managers to claim this where eligible. DWP funding is not known at present as is on a case-by-case basis.

Three quotes are obtained before each purchase to ensure value for money is achieved.

Approval of this decision will enable the Council to set a Contract Purchase Agreement (CPA) value that reflects the overall level of procurement of IT related software, hardware and services for Access to Work requests.

Advice provided by Philip Gretton (Finance Analyst) on 30/07/2021.

Procurement Advice:

This DDM is for the approval to spend the budget over a 3-year period on equipment however, this may be with a number of different suppliers broken down to lower value procurements where three quotes will be obtained each time a request for equipment is made.

There are no procurement concerns however, any procurement with a value over £10,000 will have to have a contract award notice issued. Advice provided by Louise Dobson (Business Support) on 28/07/2021.

IT Advice:

The IT Service supports the proposals made in this delegated decision. Specialist IT equipment, hardware and software and associated services, can be extremely helpful in enabling colleagues with disabilities to participate more effectively in the workforce. This delegated decision's proposals will enable the Council's IT Service to continue to purchase what Access To Work identify as Reasonable Adjustments to support colleagues at work.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 23/07/2021.

Signatures

Sam Webster (PH Finance and Resources)
SIGNED and Dated: 18/08/2021
Clive Heaphy (Corporate Director for Finance & Resources)
SIGNED and Dated: 18/08/2021